

CASE MANAGEMENT/ELECTRONIC CASE FILES SYSTEM (CM/ECF) CREDITOR/LIMITED FILING REGISTRATION FORM

1. This access is for use only for cases filed in the U.S. Bankruptcy Court for the Western District of New York. It may be used to file and view electronic documents, docket sheets, and reports. **NOTE: A PACER account is necessary for this access and the registration information is referenced above.**
2. Rule 9011 of the Federal Rules of Bankruptcy Procedure [“FRBP”] requires that every pleading, motion, and other paper (except lists, schedules, statements, or amendments thereto) filed with Court be signed by at least one attorney of record or, if the party is not represented by an attorney, by the party. The unique password issued by the Court to a participant identifies that participant to the Court each time he or she logs onto CM/ECF. The use of a participant’s password constitutes a signature for the purposes of FRBP 9011, on any document or pleading filed electronically using that participant’s password. Therefore, a participant must protect and secure the password issued by the Court. If there is any reason to suspect the password has been compromised, it is the duty of the participant to immediately change their password through the “Utilities” menu in *CM/ECF*. After doing so, the participant should contact the ECF Help Desk to report the suspected compromise of the password.

Signatures will be indicated by “/s/” and the typed name of the person signing in the following format: “/s/ Jane Smith” on the signature line. The CM/ECF password constitutes your signature. The login and password for filing with the Court over the Internet will be used by me and by any of my employees to whom I give authorization. I will not knowingly permit my login and password to be used by anyone who is not so authorized.

3. Registration will constitute a request and an agreement to receive service of pleadings and other papers electronically pursuant to FRBP 9036, where service of pleadings and other papers is otherwise permitted by first class mail, postage prepaid. I agree to maintain a current postal address to receive notification from the Bankruptcy Noticing Center.
4. I understand that, by submitting an application for a password, I agree to adhere to all of the rules and procedures of the U.S. Bankruptcy Court for the Western District of New York concerning the use of CM/ECF, set forth in the “Administrative Procedures for Filing, Signing, and Verifying Pleadings and Papers Filed by Electronic Means.” I also understand that the Court may periodically post announcements and updates to the Court’s website that are pertinent to CM/ECF practice and use.
5. I understand that the use of my login and password in filing a document containing the signature of another person is my representation to the Court that, to the best of my knowledge, the document is a true and correct copy of the original document bearing such other person’s signature. I also understand that I must retain the original of that signed document for the length of time set forth in the “Administrative Procedures.”
6. As a participant with limited filing privileges, participant will only have access to perform the following transactions: (a) Proof of Claim; (b) Creditor’s Request for Service/Notice; (c) Withdrawal of Claim; (d) Letter Satisfying Claim; (e) Assignment/Transfer of claim; (f) Objection to Transfer of Claim; (g) Reaffirmation Agreement; (h) Corrective Entry; (i) Add Creditor to Creditor Mailing Matrix, (j) Notice of Appearance and Request for Notices. The Court reserves the right to add additional options, as deemed necessary.
7. The Company/Firm will be responsible to adding correct name and address information to the creditor mailing matrix for receipt of notices.

Applicant’s Signature

Last four Digits of Social Security Number (for security purposes)

Privacy Disclaimer: The information contained within this application will not be sold or otherwise distributed by this office to outside sources.

Please return this form to the Court Office at:

U.S. Bankruptcy Court
Attn: Clerk of Court
Olympic Towers
300 Pearl Street, Suite 250
Buffalo, NY 14202

[February, 2004]]